



**Civil Service Commission Meeting
152 West Cedar Street**

Minutes of April 3, 2018

A. **Roll Call** 8:34 am

In attendance: *Dave Munro, Cliff Brehan, John D'Urso, Chief Sheri Crain, Lajay Gove, Staff Sergeant Sean Madison, and Sergeant John Southard*

B. **Approval of Minutes**

MOTION to approve the minutes of March 7, 2018 made by Dave Munro; second by John D'Urso. Motion carried.

C. **Unfinished Business:** *None.*

D. **New Business:**

Update to the Lateral-Entry interview questions:

The Chief had looked over the Lateral Police Officer interview question and liked what Staff Sergeant Sean Madison and Sergeant John Southard changed. The changes made were small, but the changes clarified the interview questions so that the applicant would give different responses to each question. Cliff Brehan remarked that he liked that the questions were more of a process. Chief Crain commented that making the questions less of a run-on question was a good idea. Chief Crain also asked the Commissioner's if they would like to have time to read over and study the new questions; and they could vote next meeting. Dave Munro said the questions look very good to him and there was no point in holding over the Commissioner's approval until the next meeting. The Commissioner's made a motion to approve the new questions; motion made by John D'Urso, 2nd by Cliff Brehan, all approved. Motion carried.

Update on the Lateral-Entry position:

Chief Crain told the Commissioner's that an offer had been made to Jeff Thaxton. He has completed all back-ground tests etc. The department is very excited to have Jeff on board; Dave asked where he was coming from; Chief Crain said from Port Angeles due to quality of life for himself and family. The other applicant, Ben Tomco was from Clallam County. Commissioner's asked was Jeff replacing a retired position. Chief Crain said it was an vacant position the department had; and there are no other openings at this time. Dave said we need to create an opening so not to lose Ben Tomco. Chief Crain said it's nice to have a person in your back pocket just in case.

Update on Police Specialist position:

We have had two applicants withdraw; Jill Nickles and Gayle Kirkpatrick. They both took jobs elsewhere. We now have a very short list (one applicant) running back-ground on.

Dave Munro asked about the disciplinary action taking place. Chief Crain let the Commissioner's know there was no change the person was still out of state. She also told the Commissioner's we were still advertising for the Executive Admin position and we have received twelve applications so far.

E. Next Meeting –

Chief Crain said she would like to get a new entry list started so probably next meeting in June unless something comes up to have one in May. We will confirm and let everyone know.

F. Adjournment

The meeting was adjourned by Dave Munro at 8:47 a.m.

Respectfully submitted,
Lajay Gove
Human Resources Analyst/Commission Secretary
Minutes approved _____.

Send copy to Karen.